



# Employment Policy - Employee Conflict of Interest

## 1. Definition

1.1 A conflict of interest exists where an employee:

1.1.1 Has an outside interest that would;

1.1.1.1 Materially encroaches on the time, resources, or attention which should be devoted to the duties within the employee's job description;

1.1.1.2 Interfere with an employee's objectivity in fulfilling expected responsibilities and duties;

1.1.2 Has a direct or indirect interest or relationship with an outside person, company, or organization that would:

1.1.2.1 Make possible personal gain due to the employee's ability to influence dealings;

1.1.2.2 Render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employee's business judgment;

1.1.2.3 Place the MSU in an embarrassing or ethically questionable position;

1.1.2.4 Reflect negatively on the integrity of the MSU.

1.1.3 Takes personal advantage of an opportunity that properly belongs to the MSU;

1.2 Employees must immediately disclose any situation that is or may potentially be a conflict of interest. This information will be reviewed by the Executive Board, at which time the employee will be required to take the prescribed course of action.

## 2 Administration

2.1 Employees must immediately disclose any situation that is or may potentially be a conflict of interest. This information will be reviewed by the Executive Board, at which time the employee will be required to take the prescribed course of action.

Approved 96Q  
Revised 09Q

